

Enhance Customer Service and Communications for HR Assignments



Project Title	Enhance Customer Service and Communications for HR Assignments
Project Summary	The International/Domestic Support Division (IDSD) in the Human Resources Bureau at the Department of State is seeking help to improve communications and transparency with our clients within our agency.
Country	United States

Project Description

We would like you to help us improve our communications and transparency within our office and our clients by taking certain data sets and process flows from our Human Resources Bureau and design infographics and visuals to help tell a story of what to expect transferring to a new assignment. We will also be looking for assistance with drafting content for newsletters and our internal blog site. Interest in logistics, Human Resources, process flow, and communications are key.

Required Skills or Interests

Skill(s)

Data visualization

Graphic design

Infographic design

Additional Information

Interns should have communications, customer service understanding, and an interest in Human Resources and logistics.

The International/Domestic Support Division (IDSD) is in the Human Resources Bureau at the U.S. Department of State. The HR Technicians in this Division are responsible for providing guidance and expert advice on all issues related to Permanent Change of Station (PCS); processing travel orders and related documentation, in

connection to the relocation of Civil Service employees and Foreign Service employees and their eligible family members. Each HR Technician has a portfolio of approximately 1300-1600 clients.

Language Requirements

None